

Minutes  
Command Trustee Council Meeting  
Department of the Interior, Solicitors Office, Oakland, CA  
14 May 2003

1. Attendees

|                 |  |
|-----------------|--|
| Charlene Hall   | U.S. Fish and Wildlife Service (USFWS)- Primary Representative           |
| Tom Suchanek    | USFWS- Alternate   |
| Joanne Kerbavaz | California Department of Parks and Recreation (Parks) - Alternate        |
| Steve Hampton   | Calif. Dept. of Fish and Game (CDFG) - Primary Representative            |
| Julie Yamamoto  | CDFG   |
| Jennifer Boyce  | National Oceanic and Atmospheric Administration - Primary Representative |
| Mark Meier      | California State Lands Commission (CSLC)- Primary Representative         |
| Sarah York      | CSLC- Alternate  |
| Carolyn Lown    | Department of the Interior - Office of the Solicitor                     |
| Rick Hanks      | Bureau of Land Management  |

2. Agenda. The agenda (attached) was reviewed and approved.

3. Changes to Council Representation. Tom Suchanek replaced Joelle Buffa as USFWS's alternate representative. Esther Burkett replaced Nora Rojek as CDFG's alternate representative. Ron Shafer will no longer act as primary representative for the Parks. The CDFG and the Parks will notify us in writing of council replacements. Council agreed that all changes to council representation shall be made in writing.

4. Meeting Minutes. Council approved all past meeting minutes with previously noted comments, and meeting minutes from April, 2002 to April, 2003 will be redistributed as final.

5. Financial Update. During April and May, all unallocated restoration moneys have been held in a 30 day interest bearing account. Council agreed to reinvest \$4,000,000 in a 6 month interest bearing account with the remaining balance to be held in a 30 day interest bearing account (subsequently, fund manager maintained all funds in the 30 day account); this action resulted in a higher interest rate. Council discussed cost documentation and trustees will bring cost documentation packages and summaries (from inception of council to present) along with any funding requests to the next meeting. Council agreed to use July 1 as due date for submission by each Trustee of its accounting of expenditures made from the upfront allocations provided in the MOU. Budgets for additional agency costs, through the end of 2003, are to be submitted in July to the Council for review and as appropriate, approval.

6. Administrative Record. NOAA will check to see if the administrative record can continue to be housed at the National Marine Sanctuary Office on the Presidio (subsequently determined that copies will continue to be housed at the Sanctuary Office).

7. Recreation Projects. Council discussed Americans with Disabilities Act (ADA) compliance and concluded that all proposed recreation projects will comply with ADA.

8. Murrelet Proposals. Murrelet and corvid audio-visual surveys will begin in May (subsequently rescheduled to June, due to contracting difficulties). Moneys for conducting corvid and murrelet surveys will be drawn from the murrelet budget category. CDFG to continue to investigate acquisition opportunities. Deborah Kirkland and Bill McIver of USFWS joined the meeting to discuss potential murrelet projects. Council will continue to discuss specifics about potential telemetry studies and corvid management and acquisition projects at upcoming council meetings (subsequently the telemetry studies have been cancelled for this year and council will readdress the need for them next year).
9. Seabird Proposals. Council discussed seabird proposals and began ranking projects based on selection criteria. Council will consider, on a case by case situation, the need to hear public presentations on proposed projects if council needs additional information.
10. Restoration Planning. Council briefly discussed the possibility of using the National Fish and Wildlife Foundation (NFWF) to manage project contracts.
11. Review Tasks / Set Next Meeting Date.

| <i>Task</i>  | <i>Person</i>      | <i>Target Date</i> |
|--|--------------------|--------------------|
| a. Produce draft meeting minutes                               | Hall               | ASAP               |
| b. Produce updated contact list                                | Hall               | ASAP               |
| c. Provide written notification of new Council Representatives | Hampton / Kerbavaz | ASAP               |
| d. Distribute final meeting minutes from 2002 and 2003         | Hall               | ASAP               |
| e. Discuss the possible management of contracts with NFWF      | Lown               | ASAP               |

Next Meeting: June 10, 2003, conference call 1pm. July 16, 2003, 10 am, council meeting at National Marine Sanctuary Office, Presidio (subsequently moved to USFW's office in Sacramento).

Prepared by: Charlene Hall (USFWS), 916.414.6739, [Charlene\\_hall@fws.gov](mailto:Charlene_hall@fws.gov) , June 13, 2003

Agenda  
Command Trustee Council Meeting  
Department of the Interior  
1111 Jackson Street, Suite 735, Oakland, CA  
10:00 – 4:00  
14 May 2003

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|-----|--|---------------|
| 1.  | INTRODUCTIONS                            | All           |
|     | - Changes to Council Representatives     |               |
| 2.  | REVIEW AGENDA                            | All           |
| 3.  | APPROVAL OF MINUTES OF PREVIOUS MEETINGS | All           |
| 4.  | FINANCIAL UPDATE                         | Hall          |
|     | - Resolution and Funding Allocations     |               |
| 5.  | ADMINISTRATIVE RECORD                    | Hall / Bannon |
|     | - Housing of documents                   |               |
|     | - Update                                 |               |
| 6.  | RECREATION PROJECTS                      | All           |
|     | - ADA                                    |               |
|     | - Educational Signs                      |               |
|     | - Deed Restrictions                      |               |
| 7.  | MURRELET PROPOSALS                       | All           |
|     | - Pre-planning Update & Costs            |               |
|     | - Corvid Proposals                       |               |
|     | - Acquisition Proposals                  |               |
|     | - T&E issues                             |               |
| 8.  | SEABIRD PROPOSALS                        | All           |
|     | - Proposals                              |               |
|     | - Public Presentations / Involvement     |               |
| 9.  | RESTORATION PLANNING                     | All           |
|     | - NFWF                                   |               |
| 10. | RESTORATION PLAN                         | Boyce         |
|     | - NEPA process                           |               |
|     | - Consultation                           |               |
| 11. | REVIEW TASKS/SET NEXT MEETING DATE       | All           |